



City of Atlanta
Office of Buildings
55 Trinity Avenue, Suite 3900
Atlanta, Georgia 30303
Phone: 404-330-6150

CHECKLIST FOR SUBMISSION OF PLANS FOR COMMERCIAL AND MULTI FAMILY ALTERATIONS & REPAIRS

***Applicable Codes:**

- International Building Code, 2006 Edition with Georgia State amendments
- Rules and Regulations of the Safety Fire Commissioner for the State Minimum Fire Safety Standards, Chapter 120-3-3, January 5, 2007 (Georgia Safety Fire Law)
- National Fire Protection Association (NFPA) 101 Life Safety Code, 2000 Edition with Georgia State Amendments
- International Fuel Gas Code, 2006 Edition with Georgia State Amendments
- International Mechanical Code, 2006 Edition with Georgia State Amendments
- International Plumbing Code, 2006 Edition with Georgia State Amendments
- National Electrical Code, 2011 Edition with Georgia State Amendments
- Georgia State Handicapped Accessibility Law 120-3-20A / 2010 ADA Standards
- International Energy Conservation Code, 2009 Edition with Georgia State Amendments
- International Fire Code, 2006 Edition with Georgia State Amendments

*For additional information contact the Department of Community Affairs (DCA) or view the State of Georgia website, www.dca.state.ga.us, click on construction codes.

This checklist covers commercial, industrial, & multi-family alterations & repairs with no site work (land disturbance). For projects that require site work, please refer to the *Checklist for Submission of plans for New Commercial & Multi-family Development* for site submittal requirements.

Projects of this type are divided into two categories, based on the size and/or complexity of the project:

Large Commercial/ Multi-family projects include all projects where the work area exceeds 3,000 square feet; any project involving Assembly, Educational, Institutional, or Daycare occupancy; any change of occupancy; and all condominium conversions. Projects that must be left for site review will also be designated “**Large**” The commercial coordinator may designate *any project, at their discretion*, as a “**Large**” project. This type of project must be left with the commercial coordinator for plan review assignment.

All plans submitted for issuance of a building permit must be accurate, legible, include dimensions, be drawn to a standard scale, and meet minimum industry-wide acceptable architectural and engineering standards. The City reserves the right to require additional information for plan review analysis. Please note that an **accurate project description**, as specified under the general requirements for architectural/structural plans, will make both the intake process and plan review ***much faster and easier!***

Fire Department approval is necessary for projects involving Assembly occupancy.

Fulton (404-730-1301) or DeKalb (404-508-7900) County Health Department approval is necessary for facilities with food or bar service. Two original stamped & signed copies of the applicable plans must be presented to this Bureau before a building permit can be issued.

Georgia Child Care Licensing Agency approval is necessary for projects involving Daycare occupancy. Please call 404-657-5562 for detailed submittal information. Two original stamped & signed copies of the applicable plans must be presented to this Bureau before a building permit can be issued.

All projects involving any potential change in sewer flow, such as a change from retail use to a restaurant or any change of occupancy must undergo sewer capacity verification before a building permit can be issued. Accurate data regarding floor areas and occupancy types, existing and new, must be provided to the Department of Watershed Management. Any discrepancies found between the final sewer certification and the plans reviewed by the Bureau of Buildings must be corrected ***before the building permit is issued!***

City ordinance requires that *"All drawings, specifications and accompanying data shall bear the name and address of the designer. In the case of buildings or structures exceeding **one story*** in height or 5,000 square feet in area and/or costing \$50,000 or more except one and two family dwellings, such designer shall be an architect or engineer legally registered under the laws of this State regulating the practice of architecture or engineering and shall affix an official seal to said drawings, specifications and accompanying data."* Georgia code additionally requires that a professional seal is required for all *"new or existing assembly occupancies, educational occupancies, health care occupancies, correctional or detention facilities, hotels, dormitories or lodging facilities, multifamily housing or apartment complexes, and care facilities."*

*Per Georgia code

Note: Plans marked "Not Released for Construction", "preliminary", "permit only" and the like shall not be accepted for review!

LARGE COMMERCIAL/ MULTI-FAMILY SUBMISSION REQUIREMENTS:

1. All plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate- see above).

2. All buildings described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.
3. Two (2) copies of any pertinent ordinances (rezoning), special use permits, special administrative permits, variances or other documents relating to zoning approval, if applicable.
4. Four (4) sets of architectural plans, including structural plans if appropriate

If the plans submitted include mechanical/HVAC, electrical, and/or plumbing plans, add the following: One additional set (1) of architectural plans

5. Three (3) sets of mechanical/HVAC plans
6. Three (3) sets of electrical plans
7. Three (3) sets of plumbing plans
8. For buildings which include assembly occupancy also provide:
 - a. One copy of architectural plan showing full floor where a public assembly space is located.
 - b. Two copies of seating layout (or floor plan if there is no seating)
 - c. One copy of electrical plans

If the project involves a change of use or occupancy, add the following:

9. Three (3) copies of plans showing water service with backflow prevention @ meter

SMALL COMMERCIAL/ MULTI-FAMILY SUBMISSION REQUIREMENTS:

1. All plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate- see above).
2. All building described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.
3. Four (4) sets of architectural plans, including structural plans if appropriate

GENERAL REQUIREMENTS FOR ARCHITECTURAL & STRUCTURAL PLANS

1. The following minimum code & project information is required on the plans:
 - a. Indicate name, address and phone number of project designer of record (engineer and/or architect)

- b. Indicate street address (as issued by the Bureau of Buildings) for all buildings or structures of project in title block of each drawing including cover sheet
 - c. List applicable code used
 - d. **A brief project description**
 - e. Occupancy classification as per NFPA 101
 - f. Type of construction, Table 500
 - g. Sprinklered/Non Sprinklered
 - h. Space or work area in square feet
 - i. Provide drawing index
 - j. Key plan locating space or work areas on the floor or within the larger building
 - k. Floor, suite or space numbers, as appropriate
2. The project plans should also include drawings detailing:
- a. All proposed demolition work
 - b. All proposed new work
 - c. Compliance with Means of Egress Requirements per NFPA 101
 - d. Compliance with Handicap Accessibility requirements per Georgia Handicapped Accessibility Code
 - e. All new fire protection assemblies, as necessary
 - f. Any new structural changes or repairs
 - g. Compliance with interior finish requirements per NFPA Chapter 10 3. The project plans may also need to include:
 - i. A Life Safety/Exit plan with paths of travel, exit signs, emergency lights, portable fire extinguisher, calculated occupancy loads and exit widths, particularly for larger assembly occupancies
 - ii. Calculations to show compliance with plumbing fixture requirements

FEES & OTHER PERMITS

- 1. The Building Permit fee is \$7.00 per \$1,000 of total cost/valuation of work plus a \$25.00 technology fee and \$25.00 permit processing fee (minimum permit fee is \$200.00).
- 2. A notarized Bureau of Buildings form stating projected cost of construction and the method for determining such cost is required; the letter must be signed by the owner, architect, engineer or contractor and stamped by a notary public.
- 3. A notarized State of Georgia Contractor License Affidavit form must be signed by the contractor.
- 4. Development Impact fees: ***
 - a. Non-residential- may be required for change of use or increase in gross floor area (such as a new mezzanine or in-fill floor area)
 - i. Calculated based on use and gross area
 - b. Residential- required when there is an increase in the number of living units, or hotel rooms
 - i. Calculated based on new units or rooms
 - c. When there is a change of use, credit is given for the previous use of the existing floor area

5. A separate permit is required by a licensed professional from:
 - a. Electrical ***
 - b. Plumbing ***
 - c. Heating Ventilation and Air Conditioning***
6. Certificate of Occupancy/Temporary Certificate of Occupancy vary in cost contact Permit Issuance (404-865-8550)
7. Plan review & site inspection fees *** are required by Department of Watershed Management Site Development please call 404-330-6249 for more info.
8. Water Meter permits *** are issued by the Department of Watershed Management-Bureau of Water (404-330-6091)

***If applicable